

NAVSUBSCOLINST 2305.1D
N1
5 May 1999

NAVSUBSCOL INSTRUCTION 2305.1D

Subj: OFFICIAL TELEPHONE REQUESTS, USAGE, AND CONTROL

Ref: (a) OPNAVINST 2305.13
(b) SECNAVINST 2305.11
(c) SUBASENLONINST 2300.3H

Encl: (1) Request for Telephone Service or Change of Service
(2) Payment for Unofficial Call Form

1. Purpose. To establish administrative procedures for use of, or request for, official telephones within Naval Submarine School in accordance with references (a) through (c).

2. Cancellation. NAVSUBSCOLINST 2305.1C. This instruction has been revised extensively and should be read in its entirety.

3. General

a. All telephones installed in NAVSUBSCOL are for official use only.

b. Telephones are not secure and are subject to monitoring at all times in accordance with references (a) and (b).

c. For instructions on the use of DoD phones and standard programs for each, refer to Chapter 4 of reference (c).

d. All long distance calls must be authorized. It is suggested that each telephone with long distance capability have a separate log that contains date of call; name of person making the call; telephone number/location called; person called; and reason for call. Each Department Head is responsible to verify that all long distance calls made from telephones under his/her department's control are certified official.

4. Responsibilities

a. NAVSUBSCOL Telephone Control Officer or designee will:

(1) Maintain an up-to-date listing of all telephone numbers and their location within NAVSUBSCOL.

(2) Process monthly telephone bills upon receipt from SUBASE Telecommunications Center.

(3) Process NAVSUBSCOL requests for repair, installation, and new equipment. Enclosure (1) shall be completed for any service change; approved by the Telephone

Officer; and authorized by the Budget Officer. The original and two copies shall be forwarded to SUBASE Telecommunications Center, Box 200.

b. Department Heads shall:

(1) Review monthly telephone bills within 10 days of receipt; verify all equipment charges, and notify the Telephone Officer of any discrepancies.

(2) Verify all long distance calls and certify that they are official.

(a) If any calls are determined to be unauthorized, it is the Department Head's responsibility to locate and assess person responsible for such calls. Payment for unauthorized calls will be made by certified check or money order payable to the United States Treasury, including 2% federal tax. Do not combine months for total dollar amounts when sending money orders. Cash or personal checks cannot be accepted. Ensure enclosure (2) is included with payments. Turn in all payments for unauthorized calls to the Budget Officer/Comptroller, Code N17.

(b) Formally counsel any individual making an unauthorized call that all government installed telephones are for official use only.

c. The Budget Officer shall:

(1) Authorize expenditure of funds for new equipment, changes to equipment and moves.

(2) Maintain the official payment records for NAVSUBSCOL's telephone billing.

K. B. LEAHY

Distribution:
All Departments
CD ROM

Copy to:
SUBASE Telecommunications Center

REQUEST FOR TELEPHONE SERVICE OR CHANGE OF SERVICE
(REV 8-89) 6085

TO: SUBASE CONSOLIDATED TELECOMMUNICATIONS CODE 600		
CONTACT FOR FURTHER DETAILS	PHONE	BUILDING MANAGER
TO: SUBASE CONSOLIDATED TELECOMMUNICATIONS CODE 600		
CONTACT FOR FURTHER DETAILS	PHONE	BUILDING NUMBER
1. DESCRIPTION OF WORK REQUESTED:		
2. DESIRED COMPLETION DATE:		
3. JUSTIFICATION (How will the Government benefit from this change)		
4. I certify that this requirement is necessary to perform Government Business and is not merely a personal convenience.		Authorized by:
5. Sufficient funds are available under Job Order Number:	Activity Cognizant Fiscal Officer: (Signature)	

PAYMENT FOR UNOFFICIAL USE OF GOVERNMENT PHONE

I _____ am making payment (By Money Order or Cashiers Check made out to the U.S. Treasury) for personal calls made on a government phone line.

The call(s) placed from extension _____ were made on the following dates _____ this extension is assigned to the following command _____.

Signature

Enclosure (2)

